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By:

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KAROBANDIM FOR THE CHIEF, ICAPS

THE SECUTIVE FOR ADMINISTRATION AND HANAGORENT

THE ASSISTANT DIRECTOR, ORE

THE ASSISTANT DIRECTOR, OO

THE ASSISTANT MINICION, OCO

THE CHIEF, INSPECTIONS AND SECURITY

Subject: Implementation of ICAPS' Survey

- 1. The Director is pleased to inform the addressess that he has noted a material improvement in the efficiency and performance within their respective offices as well as an overall increase in scoperation between offices since the last survey.
- 2. The problems of space, personnel and facilities are recognized and all remedial steps possible are being taken.
- 5. Listed below are recommendations upon which it is desired that implementing action be taken. In those cases where joint responsibility is implied, the office mentioned first will take the necessary action.

4. CHIEF OF ICAPS.

a. In collaboration with OM, revise the present format of

b. Saview the current working agreement between the and the Contact legister, OES, during its next quarterly inspection.

o. Advise DES in establishing an overall scheme of priorities for the collection and production of national intelligence for the guidance of the other offices in CIG.

5. EXECUTIVE FOR A MINISTRACTION AND HANAGEMENT.

a. Establish between the Assistant Director, OCD, and the Assistant Director, OC, simplified procedures for discomination of urgest intelligence information collected by the latter's office, particularly the

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EXECUTIVE REGISTRY

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ph c	lim	rot p	produc	Carpo 13	of	civilians.	*					

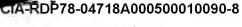
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- d. After determining the increased reproduction requirements of the operating offices, make recommendations for the expansion of present reproduction facilities as found necessary.
- e. Continue survey of administration procedures in the various offices of CIG. Submit observations and recommendations to the Assistant Director via ICAPS upon completion of each Office.
- f. Once again review requirements for security clearances of applicants for employment in CIO with the view of extending every possible concession to smooth and uninterrupted promrement. Applications for positions in OEE should be given priority consideration, especially in the case of the Asference Branch, which should be given increased space for its expending library, and in the case of the military group of the

G. ASSISTANT DIRECTOR, OW.

- e Continue to press personnel recruitment with vigor, especially with respect to the Reference Branch in conjunction with increased space required for its library.
- b. Develop, with the Assistant Director for Special Operations, the maximum possible limited between corresponding personnel of ONE and ONO to permit full processing by ONE of rew information received from ONO sources and a fuller appreciation of ONE needs and reactions to the ONO product.
- c. Notify the Director of any further difficulties encountered in obtaining IAB agency clearences of ONE papers with a view to once more raising the matter at an IAB meeting.
- d. Increase services to SWACC as expansion of personnel permits to final goal of producing for this Committee its required intelligence estimates and reports.
- o. In collaboration with ICAPS, establish an overall scheme of priorities for the collection and production of national intelligence.

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- Modify the outline for Situation Deports to include at the Se Modify the outline for Situation Separce of Assessment outliest possible date well considered conclusions on foreign potentialities and intentions and elimination of extraneous material.
- h. In collaboration with ICAPS, revise the present format of

First on an intelligence production basis genred to deficiencies found in the preparation of Situation Reports.	
is Cooperate with the Executive for Administration and Emagement in obtaining the highly qualified military, neval and air personnel needed for the military group of the	25X1
j. Give consideration to the problem of affording individual branches with a multiple number of copies of incoming despatches as the organization expends.	
k. Determine the present scope of briefings given to outgoing agency representatives with the view of recommending any extensions found desirable.	
7. ASSISTANT SINSUTOR, OO.	
	STATSPEC
b. Take the necessary action to transfer those captured document which have no technical, scientific or intelligence value to the Material Bivisians of the Army Farm and its Roses Research	ia

- my, may and Air Force Departments.
- 6. Take the mecessary action to discontinue publication of accession lists and arrange for the publication of bibliographies by machine records.
- 4. Establish for the I a program, including priorities, for the exploitation of documents in accordance with requirements as referred to in paragraph 8 a below.

A. ASSISTANT DIRECTOR, OCD.

Establish an overall detailed statement of requirements by priority for guidance of the Such statement to include intre-eres priorities for the exploitation of Sasie Inbelligence from documents and periodicals.

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- 8. be Continue the study of implementing procedures necessary to establish an interdepartmental reading penal and prepare draft for some with emphasis on elimination of departmental duplication.
- os Continue the study of implementing procedures necessary to establish the "Collection Coverage Plan" and prepare draft for 30510.
- EXECUTIVE FOR THEFTS FILLER AND SECURITY.
- as Retablish throughout CIG a graded system of security standards in consenses with job requirements,

HCD/mll I 29 July 1947

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